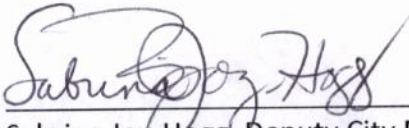


To the Honorable Council  
City of Norfolk, Virginia

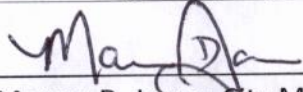
October 15, 2015

From: Christine Garczynski, Acting Director of Finance

**Subject:** To amend and reordain Chapter 33.1 of the Norfolk City Code to add a new section regarding procurement of insurance

Reviewed:   
Sabrina Joy Hogg, Deputy City Manager

**Ward/Superward:** Citywide

Approved:   
Marcus D. Jones, City Manager

**Item Number:** R-7

I. **Recommendation:** Adopt Ordinance

II. **Applicant:** City of Norfolk

III. **Description:**

This agenda item is an ordinance to amend and reordain Chapter 33.1 of the *Norfolk City Code* to add a new section, § 33.1-119, which authorizes the procurement of insurance through a licensed agent or broker as set forth in Virginia Code § 2.2-4303, C. Selection of the insurance agent or licensed agent will be solicited through competitive negotiation. This process will establish the requirements, knowledge and experience of the insurance broker or licensed agent to obtain the highest level of professional service.

IV. **Analysis:**

The City periodically procures health, life, property, liability and other insurance lines through competitive procurements either for insurance, or for broker services. There are typically an array of offerings with variations of services and pricing options associated with insurance and broker services. The ability to utilize an insurance broker to assist the City with negotiating final arrangements, coverage and contract options has proven beneficial in the past.

V. **Financial Impact:**  
N/A

VI. **Environmental**  
N/A

**VII. Community Outreach/Notification**

Procurement actions are advertised in accordance with City procurement codes. Public notification for this agenda item was conducted through the City of Norfolk's agenda notification process.

**VIII. Board/Commission Action**

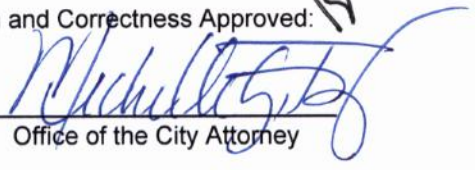
N/A

**IX. Coordination/Outreach**

N/A

10/8/2015mr

Form and Correctness Approved:

By   
Office of the City Attorney

NORFOLK, VIRGINIA

Contents Approved:

By   
DEPT. FINANCE

## ORDINANCE No.

AN ORDINANCE TO AMEND AND REORDAIN CHAPTER 33.1 OF THE NORFOLK CITY CODE, 1979, AS AMENDED, TO ADD NEW SECTION 33.1-119 REGARDING PROCUREMENT OF INSURANCE.

- - -

WHEREAS, Virginia Code § 2.2-4303 provides that upon a written determination made in advance that competitive negotiation is either not practicable or not fiscally advantageous, the local governing body may procure insurance through a licensed agent or broker selected in the manner provided for the procurement of things other than professional services set forth in Virginia Code § 2.2-4302.2; and

WHEREAS, given the structure of the insurance industry and the reliance of the insurance market on local brokers to purchase insurance, the Council finds that competitive negotiation is neither practicable nor fiscally advantageous to the public; and

WHEREAS, the Council desires to procure insurance through a licensed agent or broker selected in the manner provided for the procurement of things other than professional services set forth in Virginia Code § 2.2-4302.2.

BE IT ORDAINED by the Council of the City of Norfolk:



Section 1:- That Chapter 33.1 of the Norfolk City Code, 1979, as amended, is hereby amended and reordained by adding a new section authorizing insurance to be procured through a licensed agent or broker selected in the manner provided for the procurement of things other than professional services set forth in Virginia Code § 2.2-4302.2, to be numbered and to read as follows:

Section 33.1-119. Procurement of Insurance.

Except in instances where the City Manager determines in writing that the use of competitive negotiation is preferred because it is both practicable and fiscally advantageous to the public, insurance shall be procured through a licensed agent or broker selected in the manner provided for the procurement of things other than professional services set forth in Virginia Code § 2.2-4302.2.

Section 2:- That this ordinance shall be in effect from and after the date of its adoption.